GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Labour Employment Training and Factories Department – Employment & Training – Constitution of District Purchasing Committee for utilization of funds for Model Career Centres (MCCs) – Orders – Issued.

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Annexure to G.O.Ms.No.3, LET&F (Emp) Deptt., Dt:19-04-2017

Guidelines for Expenditure of Model Career Centres

The amount released for establishment Model Career Centres in AP State shall be utilized duly following the financial procedures in vogue. The following guidelines shall be followed.

a. The major and minor civil works shall be executed by the Government Departments/agency such as Roads & Buildings (R&B) or Panchayath Raj (PR) or Andhra Pradesh Education Welfare Infrastructure Development Corporation (APEWIDC) which are connected to the building activity in AP State.

b. The estimates shall be prepared as per APSSR rates and shall be technically sanctioned by component authority as per the respective departmental norms.

c. Tenders shall be called by e-tender procedure only and tender nominations shall be strictly avoided. Under no circumstances the tender nominations shall be given.

d. Tenders shall be finalized as per the departmental norms in vogue.

e. The works shall be executed, supervised, monitored as per departmental norms and the payment shall be released after the satisfactory report from the Departmental Purchase Committee.

f. The other IT Infrastructure, Equipment, Furniture shall be purchased on the recommendations of District Purchasing Committee.

g. The Committee shall proceed with E-Tender system wherever applicable.

h. The rates of IT released components shall be obtained from the vendors and compared with the Andhra Pradesh Technology Services (APTS) before deciding the vendors on E-procurement.

i. The Departmental District Purchase Committee shall comprise the following members.

I.	Joint Collector	--- Chairman
II.	Deputy Director (Job Development)	--- Vice Chairman
III.	District Employment Officer	--- Member Convenor
IV.	District Convenor Principal of ITI	--- Member
V.	General Manager, District Industries Centre	--- Member

j. The furniture and fixtures shall be procured based on the recommendations of the District Purchasing Committee only. Proper documentations shall be ensured by the District Employment Officer for verification and scrutiny.

k. The purchases shall be made as per the Government rules in vogue, duly maintaining proper accounts in accordance with Government norms.

l. The vouchers, bills shall be maintained for accounting and audit by the officers of Commissionerate of Employment & Training and Director General of Employment.

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